



GRANTS GLOSSARY

Administrative Costs – Expenses incurred on a general basis, which are not directly associated with a specific program or department. These expenses include staff salaries (not artistic staff salaries and fees), the cost of general services such as accounting along with office supplies, telephone, electric bills and postage. This term is usually used when grouping expenses that are necessary to the continued functioning of the organization.

Artist – An individual who creates or performs works of art within an artistic discipline. This includes beginning/amateur artists, such as students, not yet seriously committed to the discipline, as well as life-long learners taking art classes.

Artistic Excellence – A standard exhibited by creative work or artistic product or practice that is characterized by such qualities as vitality, originality, relevance, creativity, innovation, experimentation, and technical and professional expertise.

Artistic Disciplines – Includes, but is not limited to, Dance, Music, Theater, Visual Arts, Design Arts, Crafts, Photography, Media Arts, Literature, Interdisciplinary, Folklife/Traditional Arts, as well as other emerging and experimental fields and multi-disciplinary media.

Artistic Expense Budget – Plan for organization or project expenditures, which details income and expenses directly related to the work of artists.

Artistic Personnel – Artists directly involved in providing art or artistic services.

Artistic Statement – A short statement (typically one page or less) written by the artist, that provides background information and influences on the artist's body of work, overall artistic philosophy, and a brief history of the artist's development.

Art – Work created or performed within an artistic discipline.

Arts Education – An umbrella term that refers to (a) a comprehensive and sequential education in separate and distinct artistic disciplines; (b) participation in the arts experience i.e. attending a performance or an exhibit; and (c) engagement in the arts using the tools and techniques of arts integration to learn across content areas.

Assessment – An interactive process between facilitators and participants, which can be both formative and summative in nature, focused on improving outcomes and developing artistic and/or teaching practice.

Budget – Plan for organization or specific project expenditures, which details income and expenses. DCCAH expects all submitted budgets to balance.

Budget Narrative – A detailed explanation of budgetary line items, including discrepancies, outliers, and other special circumstances.

Cohort – A grouping of applicants by a common characteristic.

Community – A group of people living in the same place or having a particular characteristic in common. DCCAH gives each applicant the opportunity to expand on its own definition of community.



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Consultant – A person who provides professional advice and/or services and is as an independent contractor.

Creative Economy – The people, enterprises, and communities that transform cultural skills, knowledge, and ideas into economically productive goods, services, and places.

DBA – An acronym that stands for "doing business as". A legal term meaning the trade name, or fictitious business name, under which the business or operation is conducted and presented to the world. This is not a legal name.

District Impact – The direct effect of a program or project on the lives of District of Columbia residents.

Evaluation – A summative, product-oriented, and judgmental process which collects data, usually quantitative in nature, and provides an overview of an arts experience through analysis of the collected data.

Fiscal Agent – A tax-exempt organization through which nonprofit organizations or coalitions of individuals, who do not have tax-exempt status through the IRS, may apply. The eligible organization becomes the legal applicant of record, redistributes funds to the group actually carrying out the project, and becomes responsible for seeing that all required documents are filed. DCCAH grant applicants are strictly prohibited from using fiscal agents to apply for grants.

Full-Time – A designation for an individual employed in a permanent position for 40 hours per week.

Goal – A broad, long-term purpose toward which an endeavor (project, activity or program) is directed.

Grant Agreement – A binding contract between the grantor and grantee, detailing information such as: terms, grant amount reporting requirements, project details, approved budget, etc.

Grant Manager – The DCCAH staff person in charge of administering a particular grant program.

Humanities – Includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life. (National Endowment for the Humanities)

Impact – The direct effect of a program or project.

In-Kind – Goods and services provided to an organization by volunteers or other organizations, businesses or individuals at no cash expense. To be considered in-kind, donated goods and services must be necessary to the organization; that is, goods or services that the organization would purchase if not donated.

In-School Programs – Programs that take place within the traditional school day and may include artist residencies, field trips, and arts integration opportunities.



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Interdisciplinary – When two or more previously distinct and separate artistic disciplines cross traditional boundaries in their work to create something new or to work in a new way.

Multidisciplinary – Where two or more artistic disciplines work together or engage with one another without compromising their individual artistic principles.

Objective – A statement defining the desired outcome of proposed activities. An objective must be attainable, measurable, and limited to a specific time period.

Outcome – Measurable change, improvement, or impact that the endeavor intends to produce or contribute towards (such as a change in behavior, perception, environment, values, skills, practice, etc.)

Out-of-School-Time Programs – Programs that take place in the after-school, weekend, and summer hours. They may take place on school premises, but are often facilitated by non-school arts providers.

Overhead Costs – See 'Administrative Costs'.

Part-Time – A designation for an individual employed in a permanent position for less than 40 hours per week.

Partnership – A mutually beneficial relationship between entities that is characterized by cooperation and responsibility toward the achievement of a specified goal.

Project Expenses – The monetary costs required to execute any and all aspects of the grant activity.

Project Support – Finances, goods, or services used to execute any and all aspects of the grant activity.

Public Art – Works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain. Public Art signifies a working practice of community involvement, site specificity and collaboration. It is typically outside and accessible to the public.

Target Audience – The specific community/communities for whom the programming or project activity is provided.

Teaching Artist – A practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through, and about the arts. (Eric Booth)